



CALIFORNIA POLLUTION CONTROL FINANCING AUTHORITY

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MEMBERS

JOHN CHIANG, CHAIRMAN
State Treasurer

BETTY YEE
State Controller

MICHAEL COHEN
Director of Finance

EXECUTIVE DIRECTOR
Reneé Webster-Hawkins

JOB OPPORTUNITY BULLETIN

Class: Staff Services Analyst or
Associate Governmental Program Analyst
Tenure: Limited-Term (12 months) (may become permanent)
Time Base: Full Time
Salary: \$2945 - \$4788 SSA
\$4600 - \$5758 AGPA

Will consider both levels for recruitment purposes.

Under the general direction of the Treasury Program Manager II of the California Pollution Control Financing Authority (CPCFA or Authority), this position will be the lead staff responsible for carrying out and implementing the Authority's primary business functions, including procurement, basic budgeting, accounting, and electronic data management. **The complexity of the duties will be modified to be consistent with the classification of the candidate hired.**

Description of Essential Functions:

- Perform the more complex analysis and implementation for special projects that are critical to the administration of the Authority's financing programs, including the FISCAL project, procurement, and budgeting activities, and acting as the liaison for the Authority with the various control agencies involved in these functions. Perform complex analysis to draft staff summaries, procedures, reports and recommendations to management to effectuate any necessary changes to the Authority's business processes. Perform research and analysis on legislation affecting the Authority's administrative requirements and processes.
- Acts as the Authority's liaison with the STO Information Technology (ITD) to research and make recommendations to management for the development of a financial data management and electronic record storage systems via File Net and other platforms. Performs the more complex analysis and development of processes, procedures and assisting in developing policies involved in financial data management, electronic records management and moving CPCFA towards a paperless environment. Oversees the day to day activities of the electronic data storage and provides training of staff.

To view a complete copy of the duty statement, please visit www.treasurer.ca.gov/careers.

Desirable Qualifications:

- Experience and knowledge of the State of California's contracting guidelines and procedures.
- Experience implementing governmental accounting principles and procedures.
- Proven project management experience.
- Ability to identify and implement process improvements and customer service enhancements that result in streamlining work processes and efficient use of staff resources and system capabilities.

- Ability to use Microsoft Word, Excel, Outlook, Adobe Acrobat and CPCFA's customized database systems.
- Ability to work independently, with tact, and in a team environment.
- Desire to work in a fast-paced, small, service-oriented state agency prioritizing accountability, transparency and customer service.
- Demonstrated ability to think critically, pay careful attention to detail and accept increasing responsibility.
- Communicate effectively orally and in writing, including written analysis and recommendations, and in-person presentations before Executive Management and the board of the Authority.

Conditions of Employment: Fingerprinting and Background Check are required.

WHO SHOULD APPLY: Individuals who possess the qualifications listed above and are eligible for a lateral transfer, reinstatements, or have list eligibility as **Staff Services Analyst** or **Associate Governmental Program Analyst**. Should you have any questions, please visit www.jobs.ca.gov.

This position is subject to SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Office and the Authorities and Commissions are encouraged to apply if interested in the position.

How To Apply:

- **Include "SSA 345-002-5157-xxx" or "AGPA 345-002-5393-001"** in the "Job Titles For Which You Are Applying" box on your State Standard Application (Form STD 678).
- In addition to the Standard State Application, please submit a **Statement of Qualifications (SOQ)** describing your interest in and qualifications for the position. The statement should be no more than two pages in length. Applications without a SOQ will not be considered for an interview.
- **State the source of your eligibility** (i.e. list eligibility, reinstatement, lateral transfer, SROA, surplus employee, etc.) in the "Explanations" box on your application. If you do not indicate the source of your eligibility, you may not be considered for an interview.
- **Provide proof of meeting the minimum qualifications** of the classification for which you are applying. For example, if you are using educational requirements to qualify, please include a copy of your college degree, or transcripts of completed units or showing degree obtained. If you do not provide proof of meeting the minimum qualifications, you may not be considered for an interview. The minimum qualifications for these classes can be found on CalHR's website, or by visiting:
SSA <http://www.calhr.ca.gov/state-hr-professionals/pages/5157.aspx>
AGPA <http://www.calhr.ca.gov/state-hr-professionals/pages/5393.aspx>
- **Sign and date your application.** If you do not sign and date your application, you may not be considered for an interview.
- **No faxed or emailed applications will be accepted.**

Final Filing Date: State applications and Statement of Qualifications will be accepted **until the close of business on December 2, 2015**. Applications will be screened and only the most qualified applicants will be interviewed.

Submit Applications To:

Michelle Bell
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, CALL:

PUBLIC (916) 653-3100 or CALNET (916) 453-3100